

RULES AND REGULATIONS

Program Offerings

The University of Maryland and the Maryland Fire and Rescue Institute do not discriminate based on race, color, creed, sex, sexual orientation, marital status, personal appearance, age, national origin, political affiliation, or physical or mental disability, or based on the exercise of rights secured by the First Amendment of the United States Constitution.

The Maryland Fire and Rescue Institute will schedule training programs in the interest of all Maryland ambulance, fire, and rescue companies to the extent that Maryland Fire and Rescue Institute staff time and budget will permit.

The requirements outlined below are important factors in maintaining an effective emergency services training program in the State of Maryland. The Maryland Fire and Rescue Institute of the University of Maryland establishes the conditions of student participation. The University of Maryland and the Maryland Fire and Rescue Institute are equal opportunity institutions with respect to both education and employment.

Maryland Fire and Rescue Institute classes are also governed by the University of Maryland's sexual harassment policy found in the "UMD Policy and Procedures on Sexual Harassment," which can be accessed online at <http://osc.umd.edu>.

Program Admission Requirements

- Bona fide and insured members in good standing at Maryland state, county, and municipal departments providing ambulance, fire, and rescue services, who meet the minimum admission requirements.
- Other students on a space-available basis upon payment of the registration fee for the program.
- Industrial, Department of Defense, or other agencies requesting specific programs based on a fee-for-service agreement.

Each student may be asked to produce valid membership identification. No individual under the age of 16 will be enrolled as a participant. If a student is 16 or 17, the student's parent or guardian must sign a form giving permission for the student to enroll in the class. The parental permission form is due by the second class session.

All students must have their membership verified by a responsible department officer. For students using the electronic application system, verification of membership is completed by the identified department officer during the application process and is not required to be completed again.

For students who do not register electronically online, a Verification of Membership form is available at the first session and must be completed and returned to the field instructor no later than the next session of the class.

Seminars may be subject to alternate requirements.

Students who are not members of an emergency services department must pay a non-refundable tuition fee at the start of the class by check or money order made payable to the University of Maryland. Persons in this category are admitted on a space-available basis only.

Program Start Requirements

In general, there must be a minimum enrollment of students to start a program. The minimum number of students required to start a program are:

- 12 students for programs offered in the Western Maryland, Upper Eastern Shore and Lower Eastern Shore regions
- 15 students for programs offered in the North Central, North East and Southern Maryland regions
- 10 students for Instructor Training programs

In most cases, the maximum number of students allowed per program are:

- 25 students for programs offered in all regions
- 15 students for Instructor Training programs

If the enrollment drops below 10 students for any program in progress, MFRI will cancel the course. These requirements may be waived only with the approval of the appropriate Assistant Director on a case-by-case basis.

Course Registration Process

- Classes will be advertised and the application period will begin at least 60 days prior to the class start.
- Students may apply online at www.mfri.org to enroll in MFRI courses. The online application form consists of the applicant's name, birth date, Social Security Number, FEMA SID number, mailing address, email address, telephone number, department affiliation, and EMS provider number and expiration date, if applicable. ***This is the preferred registration method.***
- All departments that utilize the online registration system have designated training officers who can approve or disapprove the online applications for training submitted by their members.
- Students may also apply for enrollment in MFRI courses through their department using a paper preregistration form. The paper preregistration form consists of the applicant's name, last five digits of their Social Security Number, date of birth, telephone number, e-mail address, FEMA SID number, department affiliation, class log number, location, and EMS expiration date, if applicable. All applications must be signed by a responsible department officer. The responsible department officer may submit the paper preregistration form either by U.S. mail or fax to the registration center sponsoring the program.
- Applicants may cancel their application without penalty by notifying the registration center prior to the scheduled class start date.
- The registration center will check for any student flags and verify that the applicant meets any stated program prerequisites.
- At 20 days prior to the scheduled class start one of the following will occur:

1. The class is cancelled or postponed
 2. The application period is extended
 3. The application period is closed
- Students may contact the registration center at any time to check on the status of the class or their application.
 - The registration center will notify applicants and their responsible department officer of their status prior to the class start.

The Student Seating and Class Start Process

The registration center generates a priority seating list for all program applicants using established priorities. These established priorities may be applied in whole or in part to MFRI programs:

- Member of the department/agency where the training will be held
- Resident of the county where the training will be held
- Resident of the region where the training will be held
- Resident of the State of Maryland
- EMS certification expiration date occurring in the immediate future

The more conditions an applicant meets, the greater the chance they have of being confirmed in the course. In the event applicants qualify for an equal number of priority conditions, the date and time their application was submitted will be used to determine their position on the priority seating list.

A course waiting list will be established for courses where the total number of applicants exceeds the maximum number of students allowed. In this case, the priorities established by the registration center are still applied.

Applicants whose accounts have been flagged will automatically be given a lower priority regardless of the number of priority conditions they meet.

Any confirmed applicant who is not present at the designated course start time will forfeit their seat. Any confirmed applicant “no shows” will be referred to the registration center for follow-up action.

In the event that confirmed applicants do not fill the class to capacity, any open seats will be filled by the next available student on the prioritized waiting list. Applicants on the prioritized waiting list who are not present at the designated course start time will not be penalized.

Once the prioritized waiting list has been exhausted, any open seats will be filled by walk-in applicants provided they meet all course requirements and can provide original documentation of any prerequisites.

All walk-in applicants and applicants who did not register online will be required to complete and return a Verification of Membership form to the course instructor no later than the next session of class. A Verification of Membership form will be provided to those applicants at the class start.

In courses with one or more textbooks and/or one or more teaching kit books, all applicants will be required

to acknowledge that they have either received a new or used textbook, teaching kit book(s) or have refused to take possession of a textbook.

Course materials will only be distributed to seated applicants.

Americans with Disabilities Act Accommodation Request

An individual seeking an accommodation under the Americans with Disabilities Act must make a formal request in writing, listing the specific accommodation(s) being requested and attaching supporting documentation no more than three years old, to support the request. It is encouraged that the request is made at the beginning of each program; however, it can be made at any time. Forms are available upon request at the time of registration.

Approved accommodations are valid for a three-year period. It is up to the student to ask for the accommodation to be honored/applied for each MFRI course they enroll in; it is not applied automatically.

Requests for information on reasonable accommodations under the Americans with Disabilities Act, or questions or complaints concerning the ADA or any of the other applicable federal or state laws regarding discrimination, shall be referred to the MFRI Equity Office or a registration center, which will institute the proper procedures.

For additional information, contact the MFRI Equity Office, at equity@mfri.org.

Disruptive Behavior and Harassment

Student conduct that disrupts a class or other Institute function, including harassment, making threats, or acting violently, is a serious offense subject to disciplinary action. The Maryland Fire and Rescue Institute strictly adheres to the guidelines on classroom disruption and academic integrity established by the University of Maryland's Office of Student Conduct. Copies of these guidelines are available upon request from any MFRI office or can be found online at <http://osc.umd.edu>.

MFRI Instructors have full authority to discipline in the class sessions and the Institute will uphold their valid decisions.

Tobacco products are not to be used in class. Smoking, including electronic cigarettes, is prohibited in indoor locations.

Electronic devices, including, but not limited to, pagers and cell phones will be turned off during class.

Class Completion

Student grade reports, exam mastery reports, and station certificates will be generated. Station certificates will be sent to the sponsoring department/agency. Each student's individual grade report and exam mastery report will be emailed to the student and the sponsoring department. *Not all courses offered by MFRI will*

have exam mastery reports or station certificates generated.

Course completion certificates and pocket cards can be downloaded electronically from the Student Zone on the MFRI website. Any student that does not return a textbook in a usable condition or pay for the assigned course text book(s) including any teaching kit books will not receive a grade for the course until the book obligation is satisfied.

Important FEMA/NFA Student Identification Number (SID) Information

The Institute receives federal grant funding for a selection of programs offered. Funding is contingent on students obtaining and providing a FEMA SID number to MFRI. Therefore, all students will be required to obtain a FEMA SID number for all MFRI courses. Applications for MFRI-sponsored NFA courses that do not include a FEMA SID will not be processed.

Advanced Life Support classes do not require a FEMA SID.**HOW TO OBTAIN/RECOVER AN SID:**

1. Register at <https://cdp.dhs.gov/femasid>.
2. Select "Need a FEMA SID?" in the center of the screen.
3. Follow the instructions to create your account.
4. You will receive an email with your SID. Save this number in a secure location.

If you need assistance with creating your account, please email femasidhelp@cdpemail.dhs.gov or call 1-866-291-0696. The Help Desk is open from 7:30 a.m. to 4:30 p.m. (CST).

If you have forgotten your SID number, go to <https://cdp.dhs.gov/femasid> and select "Forgot your FEMA SID," then follow the instructions.

If, for some reason, you cannot remember your password or need to reset your password, log on to: <https://cdp.dhs.gov/femasid/resetpassword>.

Procedure for Dealing with No Shows***First Offense***

Notification is sent to the chief of the department stating that the student failed to appear at the class start. The student's record will be flagged and the student will be given a lower priority when attempting to register for a period of six months. The flag would remain until the end of the six-month period unless:

1. Notification from the department is received indicating the department has handled the problem and is requesting the flag be removed, or
2. The student is able to successfully complete another MFRI class of more than 12 hours.

Second Offense

Notification is sent to the chief of the department stating that the student failed to appear at the class start. The student's record will be flagged a second time and will receive no priority for a period of one year. This means the student is automatically moved to the end of the course priority seating list or the prioritized waiting list, or will only be seated if space is available after all walk-ins have been seated.

Third Offense

Notification is sent to the chief of the department and the student is suspended from registering for all MFRI classes for a period of one year. During the third offense, the student may not pre-register or sit for any class without special permission from the Director of MFRI.

A student must subsequently enroll in and successfully complete another MFRI class of more than 12 hours to remove any flag(s).

Procedure for Dealing with Dropouts

A student will be considered a dropout when:

Three consecutive sessions have been missed and the student has not contacted the instructor or the registration center within a week after the third absence.

One mandatory session has been missed and the student has not contacted the instructor or the registration center to arrange for the makeup within a week following the absence.

Any identified extenuating circumstance that causes an extended absence and no contact with the instructor or the registration center to occur will be handled on an individual case-by-case basis.

In any of the above instances, when a student makes contact a counseling session must be held. It is not the instructor's responsibility to contact an absent student.

First Offense

Notification is sent to the chief of the department. The student/department will be responsible for paying the cost of the course materials if they are not returned in a usable condition. Failure to return or pay the costs will result in the student's record being flagged and the student will be given lower priority when registering for classes for a period of six months.

Second Offense

Notification is sent to the chief of the department. The student/department will be responsible for paying the cost of materials if they are not returned in a usable condition. Failure to pay the costs will result in suspension of the student from participating in any MFRI classes until all outstanding balances are paid.

Procedure for Dealing with Outstanding Account Balances

At 20 days prior to the scheduled course start, excluding courses that have been cancelled or postponed, the registration center will identify applicants with an outstanding account balance. The registration center will verify with the Administrative Services Section that the outstanding balance is valid. Applicants with confirmed outstanding balances will be notified and will not be admitted in the course until the balance has been paid. The outstanding balance must be paid within a reasonable amount of time prior to the scheduled start date or the registration application will be cancelled.

Applicants will need to provide proof of payment to be eligible for admittance in any future course offerings.

General Student Requirements

Mental and Physical Fitness

MFRI classes may be physically and mentally challenging. The responsibility for ensuring that a student is physically and mentally fit to perform tasks within a training program rests with the sponsoring authority. We request that any person with known conditions make this information available to the Institute at the beginning of the class so that a decision can be made regarding safe participation.

Certain classes require medical clearance for students, as described in the section entitled “Medical Clearance Policy.”

Instructors shall monitor conditions that might affect the student’s health and safety during the training activity and should take whatever action he or she might deem appropriate in the maintenance of health and safety.

Instructors should be notified of any condition that could affect the student’s ability to perform evolutions or that could jeopardize safety. Instructors shall maintain, in strict confidence, any temporary condition made known to them by the student that could affect the student’s health or physical well-being. For any such condition, the student may be excused from further practical evolutions as necessary until the condition is remedied. Students may arrange to make up any missed mandatory sessions through their instructors or the registration center.

Instructors noting any condition that, in their opinion, warrants concern for the student’s physical or mental well-being shall discreetly inquire as to the student’s condition. In such cases, the student shall be excused from practical skills evolutions until a medical examination has been obtained attesting to the student’s ability to perform the requirement. Should a student choose to rejoin the class, the student must provide documentation on departmental letterhead, from either the chief or the training officer of the student’s department, stating that the student is physically and mentally fit and can resume participation. Once the student has been cleared to participate, arrangements will be made through the regional office to make up missed sessions.

Respiratory Protection Notice

Breathing apparatus training requires great physical effort. It can be hazardous to persons with heart or respiratory problems. You should **NOT** participate unless you are sure of your own physical capabilities. Students must be clean-shaven at all areas where the SCBA facepiece meets the skin.

Compliance with applicable respiratory protection standards, including OSHA 29 CFR 1910.134, is the responsibility of the student’s employer or emergency services organization.

Attire

It is the student’s responsibility to use good judgment in selecting attire to ensure that they project a professional image. The attire should be appropriate for both indoor and outdoor activities. Students will not wear clothing that may be offensive to other students or instructors. The instructor has the authority to make a determination that a student’s attire is inappropriate. The student wearing attire that is deemed

inappropriate will be required to change into clothing that is more appropriate before being allowed to continue class.

The National Fire Academy's dress code is offered as a model and is required for NFA classes:

- Men: Shirts with collars, slacks, departmental uniforms (no T-shirts), and shoes and socks.
- Women: Dresses, blouses with slacks or skirts, departmental uniforms (no T-shirts) and shoes.
- Optional items include sweaters, sport coats, ties, blazers, etc.

Personal Protective Equipment

For your own protection, the Maryland Fire and Rescue Institute requires specific items of appropriate protective equipment to be used during practical evolutions.

The following protective clothing will be required during any MFRI class:

Aircraft Rescue Firefighters/Interior Structural Firefighting; Flammable Liquid and Gas

Firefighting - Students are required to wear firefighter protective clothing consisting of bunker coat, bunker pants, boots, helmet, gloves, hood, positive-pressure SCBA with integrated PASS device, all of which must conform to NFPA standards. Bunker gear with nylon liners is not acceptable due to the increased possibility of steam burns. (For those departments/agencies that do not yet have integrated PASS devices, the Institute has a limited supply of individual PASS devices on hand that may be used during evolutions. Students may be required to provide their own SCBA.)

Incipient Brigade Firefighting - Students are required to wear long-sleeved work shirts made of a durable material that covers the upper torso, coveralls (preferably all material to be fire resistant or Nomex), cotton or leather work gloves, safety goggles or safety glasses with side shields, hard hat, and safety shoes or boots.

Other Activities - Students are required to wear appropriate protective clothing and equipment as noted in course descriptions or as designated by the instructor. All of the equipment above must meet NFPA or other applicable standards.

Emergency Care Programs - Students can provide self-protection both in the classroom and in the field by acquiring their own sets of basic emergency care tools. Having certain tools readily available enhances patient care. The following equipment is suggested: a pocket penlight, a stethoscope, a pocket facemask with one-way valve and HEPA filter, and a set of paramedic (heavy-duty) scissors.

Requirements for Successful Completion of Courses

Attendance and Make-Up Sessions

Students are responsible for all content covered in a course. Attendance is mandatory for all practical, simulation, and testing sessions. A student who misses any of these sessions must make it up within a regularly scheduled class.

Mandatory class sessions are indicated in the Student Manual and the Instructor Guide for the particular course. If a course has sessions that are not mandatory, the number of excused absences are as follows:

Class Length	Permitted Misses
3-12 hours	0
13-30 hours	1
31-60 hours	2
61 hours or more	3

Students are responsible for the content of any missed sessions. The student is responsible to coordinate with the lead instructor to ensure that they are adequately prepared to safely move forward in the course. The Institute has developed student note-taking guides for most courses which can be accessed through the Student Zone on the MFRI website. These guides are intended to supplement the course materials distributed at the class start.

Students shall request make-up sessions through their instructor to the regional office. The regional office shall approve and arrange for the student's attendance at the appropriate make-up session, when they are available. The regional office must approve the student's attendance at any make-up session.

Only those students who are officially enrolled in the course may attend class sessions.

MFRI will make reasonable efforts to accommodate students with scheduling difficulties. Students failing to successfully complete all course requirements will be given a grade of Incomplete. The student will have until the end of the current calendar or fiscal year, whichever favors the student, to satisfy all incomplete grades.

Student Evaluation by Instructor

The instructor will use a Student Counseling Report to advise a student of deficient performance. Refusal by the student to sign the counseling report may result in suspension from the course. Repeated counseling for performance problems may result in a student being dismissed from the course.

Textbooks and Teaching Kit Books

The Maryland Fire and Rescue Institute will provide textbooks for use by students during MFRI classes. Textbooks may either be new or used. The students have the option of returning a usable textbook to the Institute at the conclusion of a course, or reimbursing MFRI for that textbook at a reduced cost. Textbooks

that are returned to the Institute may not be marked in, highlighted, or soiled in any fashion other than normal wear and tear. These textbooks are then reissued to other students.

In some MFRI programs there may be books issued as part of a teaching kit. These teaching kit books are shared throughout the state and cannot be purchased. All teaching kit books must be returned by the last class session. They may not be marked in, highlighted, or soiled in any fashion other than normal wear and tear.

Bills for the textbooks are sent from the Bursar's Office of the University of Maryland and payment is rendered to the University of Maryland. If a student is more than 120 days delinquent in paying for a textbook, the outstanding balance will be turned over to the State of Maryland's Central Collection Unit, incur additional fees and they will not be permitted to register for any MFRI class until proof of payment is made.

Textbooks and any teaching kit books assigned to students must be turned in at the last class session or the student/department will be charged and the student's final grade will be withheld until they are returned or payment is remitted.

Station Certificates

Station certificates will be issued for the following classes:

- Emergency Medical Technician
- Emergency Vehicle Operator
- EMS Officer I
- Firefighter I
- Fire Officer I
- Firefighter II
- Fire Officer II
- Fire Officer III
- Fire Officer IV
- Emergency Medical Responder
- Hazardous Materials Operations
- Hazardous Materials Technician
- Instructor II
- Rescue Technician–Confined Space Rescue
- Rescue Technician–Site Operations
- Rescue Technician–Swiftwater Rescue Technician
- Rescue Technician–Technical Rope Rescue
- Rescue Technician–Trench Rescue Operations
- Rescue Technician–Vehicle Extrication

Information for the Host Organization

The organization hosting training in its facility must agree to the class being held as the primary function on the class meeting nights/days. This will eliminate distractions and will allow the students the maximum opportunity to learn with a minimum of interruptions. If this cannot be done, the class will be moved to a better location.

The organization hosting a training session must provide an officer as a liaison between the instructor and the company. If the liaison is not enrolled in the class, he or she must be readily available during class sessions. This liaison will assist the instructor in the coordination of activities related to the operation of the class.

The host organization will provide to all enrolled students the use of apparatus, equipment, and appliances as may be required for the safe operation of the class. Tables and chairs for all students and a chalk/white board of sufficient size (4x8) will be mandatory. The host organization shall agree to maintain a comfortable and appropriate learning environment within the classroom.

Students who must respond to alarms during class should do so with minimum disturbance to the class. Students enrolled in the class should respond only as a last resort.

All students are expected to assist the host organization in returning the station and equipment to order upon completion of each session.

Academic Integrity Policy

The complete and most recent version of this policy can be found in the Student Zone on the MFRI website.

Purpose

The purpose of this document is to ensure academic integrity, define academic dishonesty and to provide procedures for handling of academic dishonesty within MFRI courses.

Definitions

Academic Dishonesty: Any of the following acts, when committed, shall constitute academic dishonesty:

1. Cheating: Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.
2. Fabrication: Intentional and unauthorized falsification or invention of any information or citation in an academic exercise.
3. Facilitating academic dishonesty: Intentionally or knowingly helping or attempting to help another to violate any provision of this policy.
4. Plagiarism: Intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise.

Policy

The foundation of Maryland Fire and Rescue Institute's programs is rooted in integrity. It is critical that all Institute training and education programs be conducted in full compliance with established curriculum, policies and procedures. It is the responsibility of all representatives of the Maryland Fire and Rescue Institute to actively deter academic dishonesty. Apathy or acceptance in the presence of academic dishonesty is not a neutral act. All members of the Institute – students, faculty, staff, instructors, and proctors – share the responsibility of ensuring academic integrity and challenging and making known acts of apparent academic dishonesty.

All students, faculty, staff, instructors, and proctors in a position to work with examination materials will sign a statement indicating understanding of, and compliance with, the Institute Academic Integrity Policy. All students will sign the statement at the start of each class. MFRI field instructors will indicate acceptance of the Policy as part of the instructor agreement at the beginning of employment and every three years while employed by the Institute. Proctors will sign a statement indicating acceptance of the Policy each time exams are received.

Procedure

Responsibilities:

Students:

- Read and sign the Academic Integrity Policy Compliance Statement for Students at the class start.

- Sign the honor pledge statement stamped/printed on all exam answer sheets.
- Write and sign the following pledge on all assignments submitted: **I pledge on my honor that I have not given or received any unauthorized assistance on this assignment.**
- Report any instances of known or suspected academic dishonesty immediately to the Proctor and/or the Regional/Program Coordinator.

Reporting and Investigation

All members of the MFRI community, including full-time faculty and staff, instructors, proctors, and students are required as a condition of employment or participation in a MFRI program to report any instances of known or suspected academic dishonesty immediately. The initial report may be made verbally, but a written statement about the facts is to be submitted promptly, detailing the specifics involved in the alleged academic dishonesty.

All allegations of academic dishonesty will be investigated promptly by MFRI administration. If the investigation reveals that academic dishonesty did occur, punishment may include termination of employment, dismissal from a class, or prohibition from future enrollment in MFRI courses. Any instance of confirmed academic dishonesty by a student will be reported to the agency sponsoring the student's enrollment in the course.

The complete and most recent version of this policy can be found in the Student Zone on the MFRI website.

Testing Policy

The complete and most recent version of this policy can be found in the Student Zone on the MFRI website.

Purpose

Examinations may be administered at various points throughout the courses offered by the Maryland Fire and Rescue Institute (MFRI). A final examination is administered for most courses. The final written and/or practical examination for some EMS courses may be administered by MIEMSS or NREMT. Exams for courses that do not lead to certification can be exempted from the provisions of this policy with the approval of the appropriate Assistant Director.

Policy

A minimum score of 70 percent is required to pass any written examination and a minimum proficiency by demonstration of each skill is required to pass any practical examination. Some courses, including the Advanced Life Support Program offerings, may require a higher minimum score to pass the examination. Students will be advised of the higher examination score requirements prior to the examination. All written and practical examinations offered by MFRI are eligible for retesting if the student scores below 70 percent on the first attempt. Under those conditions, the student may request to retake the failed examination with the Regional/Program Coordinator.

If a student is unable to take the final written or practical examination, the student must contact the appropriate Headquarters/Regional Office within one week of the final examination to make arrangements to take the examination. A student with a final grade of Incomplete must complete all course requirements by the end of the current calendar or fiscal year, whichever is most beneficial to the student.

Any approved and administered retest must meet the following criteria:

1. All arrangements for retesting must be made through the Regional/Program Coordinator.
2. The student may exercise the retest option once for each examination.
3. The student must retake and pass the designated retest version of the failed examination within the prescribed time period, which is either before the next testing point or within 30 days after the final examination.
4. In some cases, when exercising the retest option, the student may be required to join another class. If the student is required to join another class, the Regional/ Program Coordinator or delegate shall provide a list of available classes and locations to the student.

Written examination retesting requirements are as follows:

1. If a student fails a test, the student may request to retest that examination with the appropriate Regional/Program Coordinator.
2. The student must achieve a minimum 70 percent score on the retest to receive a passing grade.
3. If the student scores below 70 percent on the retest, a failed grade is assessed and the student is dismissed from the class.

Practical examination retesting requirements are as follows:

1. If a student is unable to demonstrate the skills in a practical examination to a minimum proficiency, the student may retrain and retest on the same skill at the testing site or may request retraining and retesting at a later time at the Headquarters/Regional Office. The student must contact the Headquarters/Regional Office and request the retraining and retesting. The student will indicate on the *MFRI Practical Testing Deficiency* report form their choice and sign the form. Instructors not involved with the original training or testing will provide the retesting. This form will be completed for each practical skill that is not successfully completed by the student. The form will be attached to the failed performance test item and remain part of the student record.
2. The student must successfully demonstrate the required skill to a minimum proficiency on the retest to receive a passing grade.
3. If the student is unable to demonstrate the required skill to the established minimum proficiency in the retest, a failed grade is assessed and the student is dismissed from the class.

Written Testing Procedure

- Proctors and students should arrive at least 15 minutes prior to the scheduled examination time.
- Students are seated in every other seat to allow a minimum distance of at least one student space between the students. Students may not possess non-test materials—textbooks, notes, mobile (cellular) telephones, pagers, or other electronic devices, etc.—in the examination room during the exam. Alternative exam security arrangements (e.g., privacy shields) can be used with approval of the appropriate Assistant Director.
- No food or drinks are permitted in the examination room. Smoking, including the use of electronic cigarettes, is prohibited in the examination room.
- There will be no talking during the examination.
- Each student must do his/her own work. Any incident where it is determined examination work is not the student's own will be dealt with according to the MFRI Policy on Academic Integrity.
- The Proctor will distribute, explain, and collect the completed Program and Instructor Evaluations and ensure they are properly completed.
- Prior to distributing the exams, the Proctor will collect and record all textbooks returned or payments received for the textbooks.
- The Proctor will distribute the answer sheets and examinations. The Proctor will have the students complete all information on the answer sheet. Students shall not write in the test booklet. If the exam is using an overprinted or bar coded answer sheet, students will only complete the exam booklet number, test form and version, date, and phone number fields.
- Instructions for the written test are printed in the test booklets and the Proctor is required to read the instructions to the students prior to the students beginning the exam.
- Students will be instructed when to begin the examination. The Proctor will periodically remind the students of the time remaining. The Proctor will move around the test room during the test.
- During the examination, students must remain in their seats until told they may leave. If students wish to speak with the Proctor, they must raise their hands and remain in their seats until acknowledged. Students may only leave the testing area for restroom breaks. Any student leaving the supervised testing area during the test must place the answer sheet in the test booklet, check out with the Proctor, leaving the test booklet with the Proctor, and check in upon return. Only one student at a time may leave the testing area. Students may not leave the building for any reason except a facility emergency.

- In the event of a facility emergency, all students shall place the answer sheet in the test booklet and give the test booklet to the Proctor and exit the room according to the facility emergency plan. All tests and answer sheets shall be collected and held by the test Proctor until the testing can resume. Notification shall be made to the Regional/Program Coordinator immediately. If testing is unable to resume, the Proctor shall contact the Regional/Program Coordinator immediately for direction on the secure storage of the testing material until testing can resume.
 1. If an emergency disrupts a timed test, the clock time shall be noted and shall be continued once the students and Proctor are ready to resume.
 2. In an evacuation during testing, students may not discuss, disclose, or provide any information on the test to others.
- In the event of a student medical emergency, all students shall turn over and stack the test materials at their seats. Students will NOT be required to exit but shall not discuss, disclose, or provide any information on the test to others. Notification shall be made to the Regional/Program Coordinator immediately.
 1. If an emergency disrupts a timed test, the clock time shall be noted and shall be continued once the students and Proctor are ready to resume.
- Prior to submitting the completed exam, the student must read and sign the honor pledge printed on the answer sheet.
- When a student completes the exam, he or she will raise his or her hand. The Proctor will collect the exam booklet, answer key, and any other testing material one student at a time.

Challenge Procedure

- If an examinee wants to challenge a question, the student shall request and complete the ***Exam Question Challenge*** form in its entirety before turning in the exam booklet. This shall be done after the completion of the examination but before the student leaves the test room.
- The receiving office will review the Exam Question Challenge Form for completeness. Any form that does not contain a legible name, email address, exam title, form and version, and specific reason for a challenge will be rejected at the receiving office. This action will be documented on the challenge form and be retained in the class file.
- If the reason for the challenge is that it was not covered in the course material or was not in the assigned reading, the receiving office will verify the correct answer is in the course materials using information provided by the Institute Development Section (IDS). If the answer is in the course reading, the receiving office will advise the student of this. If the correct answer is not found on the page indicated on the IDS reference, the challenge form will be scanned and emailed to the Institute Development Section Manager within two business days of receipt. All other challenges will be scanned and emailed to the Institute Development Section Manager within two business days.
- The IDS Manager will coordinate investigation of the problem and provide a response to the student and the office that submitted the form within 14 days.

The complete and most recent version of this policy can be found in the Student Zone on the MFRI website.

Hydration Policy

The complete and most recent version of this policy can be found in the Student Zone on the MFRI website.

Purpose

The Maryland Fire and Rescue Institute, as a partner in the Center for Firefighter Safety Research and Development, completed a research study entitled “Health and Safety Guidelines for Firefighter Training.” One of the important observations of the study was that participants were dehydrated before starting their training day and hydration status clearly affected their performance in the training evolutions.

Policy

This policy presents the recommended hydration guidelines for participants prior to, during, and after the completion of strenuous practical training evolutions in order to maintain proper hydration and prevent dehydration.

Procedure

Prehydration

- The goal of prehydrating is to start the training session euhydrated (properly hydrated) and with normal plasma electrolyte levels. Prehydrating should begin at least several hours before the training session to enable fluid absorption and allow urine output to maintain normal levels.
- Prior to the training session, students should slowly drink one ounce of water for every ten pounds of body weight at least four hours before the training session. If the student does not produce urine, or if the urine is dark or highly concentrated, the student should slowly drink an additional one ounce of water for every 20 pounds of body weight about two hours before the training session.
- Do not substitute beverages with alcohol or caffeine for water. Caffeine and alcohol act as diuretics and can exacerbate dehydration.
- Students should not attempt to hyperhydrate prior to a training session, as it has been shown to provide no clear physiologic or performance advantage and can increase the risk of hyponatremia, a potentially lethal condition.

Preventing Dehydration

- The goal of drinking during the training session is to prevent excessive dehydration and excessive changes in electrolyte balance. The specific amount and rate of fluid replacement is highly variable depending on individual sweat rate, session intensity and duration, and environmental conditions.
- Ideally, students should create a customized fluid replacement plan based on pre- and post-training session weight with the goal to prevent loss of more than two percent of baseline body weight during activity.
- In the absence of an individualized fluid replacement plan, students should drink water slowly and continuously during the breaks provided during the training session. Electrolyte replacement beverages may be beneficial in extreme training conditions, but the primary goal should be volume replacement,

which is best accomplished with water.

- Students should continue fluid replacement even if they do not feel thirsty. By the time thirst is detected, the student is already dehydrated, which results in decreased performance and increased health and safety risk.

Rehydration

- The goal of rehydration is to replace any fluid and electrolyte deficit.
- Individuals should drink 20 ounces of fluid for every pound of body weight lost during the training session. If the total body weight lost during training is unknown, students should drink slowly and continuously until urine is no longer dark or highly concentrated.
- Consuming beverages and snacks with sodium will help expedite rapid and complete recovery by stimulating thirst and fluid retention.

The complete and most recent version of this policy can be found in the Student Zone on the MFRI website.

Medical Clearance Policy

The complete and most recent version of this policy, along with requisite forms, can be found in the Student Zone on the MFRI website.

Purpose

There is no higher priority for the Maryland Fire and Rescue Institute than to provide training in a safe environment for our students and instructors. The purpose of this policy is to provide a means to help ensure that students engaged in training requiring strenuous activity or the use of self-contained breathing apparatus are medically capable of engaging in these activities.

Scope

Students required to perform activities while using self-contained breathing apparatus in Firefighter I, Firefighter II, Firefighter Survival and Rescue, Hazardous Materials Technician, Confined Space Rescue, participate in the Swift Water Rescue Course, or other programs that may be determined by the Institute to be hazardous or strenuous are covered by this Policy and Procedures.

Definition

Medical Clearance – Written verification from a physician or other licensed health care professional that a student is medically capable of performing the required physical duties. A specific list of these duties appears in **Appendix C**.

Procedures

- A chart (**Appendix A**) depicts the overall flow of the procedure required.
- Medical clearance can be obtained in a variety of methods:
 1. Departmental physicals – For those students who currently undergo regular physical examinations within their own fire service organization, the *Verification of Departmental Physical Evaluation* form (**Appendix B**) may be utilized. This form authorizes the student's department to notify the Maryland Fire and Rescue Institute regarding their physical and confirms that the student has had a physical examination and been determined to be fit for duty.
 2. Personal physicals – Students may have their personal physician or other licensed health care professional complete the *Medical Release* form (**Appendix C**). This form describes the physical duties for the student and then has the physician or other licensed health care professional attest that the student is medically capable of performing these duties.
 3. Medical Questionnaire – Students who do not undergo regular fire service organization physicals or prefer not to initially have their own personal physician complete the *Medical Release* form (**Appendix C**), may first complete an on-line *Medical Questionnaire* described in **Appendix D**. Following the completion of this confidential questionnaire, it will be reviewed under the direction of MFRI's Medical Director. The review will result in one of two findings: 1) the student is authorized to participate in the class; or 2) additional evaluation is required by the individual's personal physician. If the individual is required to have further evaluation by their personal physician, **Appendix C** must be completed before the student is authorized to participate.

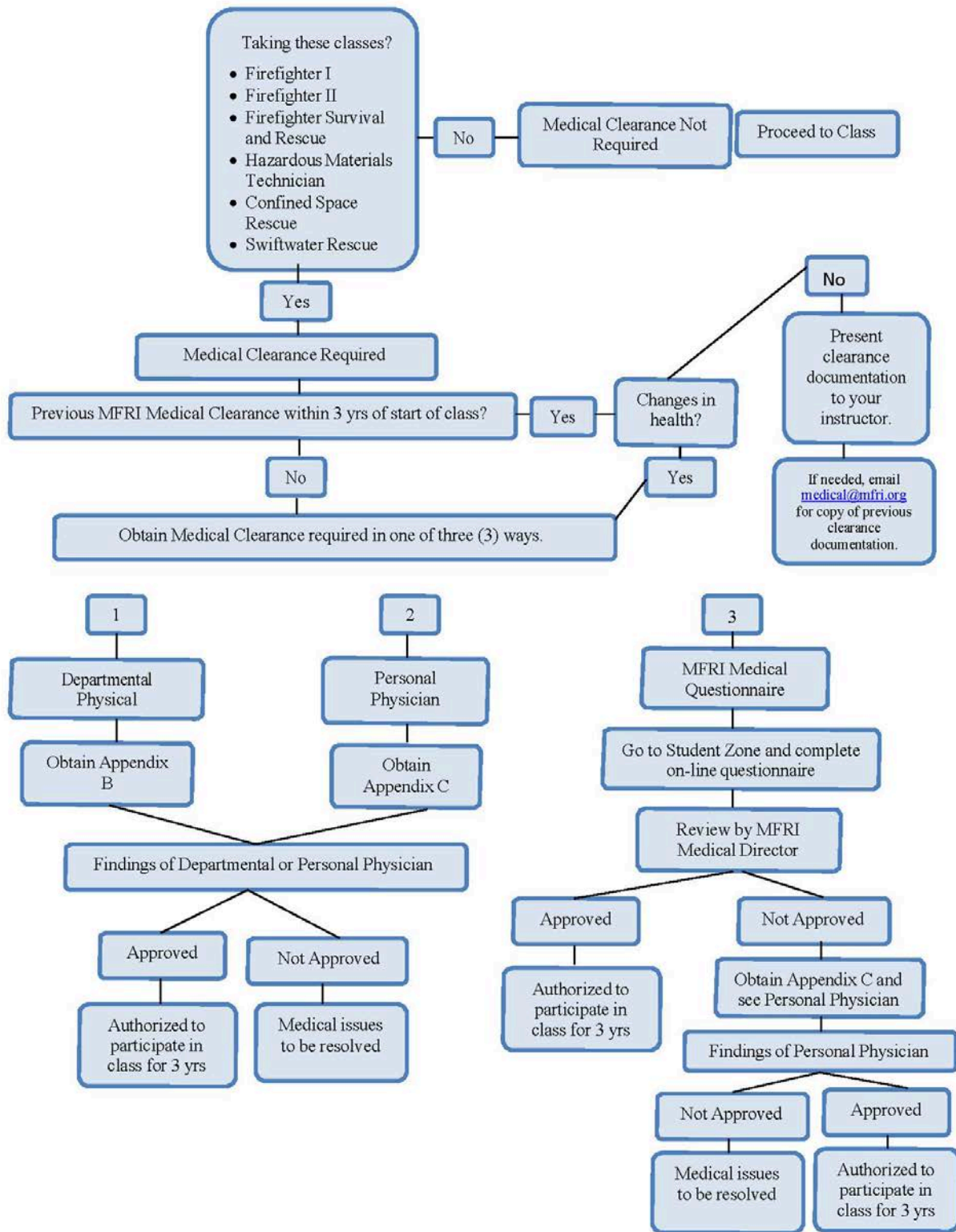
- Medical clearances must not be older than three (3) years from the beginning of the class.
- In instances when a student completes the medical questionnaire and is required to have their personal physician complete **Appendix C**, financial support may be requested (following the successful completion of the class). Students requesting assistance shall complete **Part I** of the **Financial Assistance** form (**Appendix F**) and have their instructor forward it to their training coordinator for further processing. If awarded, the financial support will not exceed \$75.00. The request requires validation that financial assistance being received was a valid expenditure and will not be reimbursed to the individual by any other source. Requests for financial support should be submitted promptly after the completion of the class. Requests older than 12 months will not be processed.

Responsibilities

Students

- Students desiring to participate in training programs identified previously shall provide the required medical clearance identified prior to the first session within the curriculum that entails the use of self-contained breathing apparatus or hazardous or strenuous duties.
- Throughout the class, students shall advise their instructor of any change(s) to their physical condition that may affect their ability to utilize self-contained breathing apparatus or conduct strenuous or hazardous training.
- Students utilizing the online *Medical Questionnaire* shall:
 1. Access the online *Medical Questionnaire* located at the “Student Zone” on MFRI’s website (see link: <http://www.mfri.org/studentzone>). Students not having access to the internet should contact their Regional Training Office for other methods to access the questionnaire.
 2. Answer all questions provided on the *Medical Questionnaire* honestly. Students who fail to do so may be prohibited from participating in future MFRI classes.
 3. Make yourself available to MFRI medical staff who may contact you for follow-up questions as a result of your responses to the survey.
 4. Contact MFRI medical staff for medical clearance questions you may have at medical@mfri.org.
 5. If results from the review of your questionnaire indicate you are authorized to participate, take the *Medical Verification* form (**Appendix E**), which will be provided to you, to your class.
 6. If the results from the medical review indicate you require further evaluation, take the *Description of Student Duties and Medical Release* form (**Appendix C**) to your personal physician.

Appendix A - Flow Chart



The complete and most recent version of this policy, along with requisite forms, can be found in the Student Zone on the MFRI website.